

Position: Instructional Support Specialist II-Learning Center	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 114

### **Summary**

Under the technical guidance of one or more members of the faculty or a learning center coordinator, provides assistance to students at various levels of subject comprehension, to further their knowledge in a specific discipline. Designs and administers homework, test, or simulation situations to support or facilitate learning and student research.

### **Essential Duties and Responsibilities**

- Provides one-on-one and small group instruction in a specific subject area. May provide support in other related subjects.
- Instructs students and small groups in study and research skills that contribute to their ability to maintain pace in the classroom.
- Identifies individual student learning disabilities or difficulties and makes recommendations and referrals. Implements compensatory learning strategies by developing methods for students to succeed in using or accessing instructional materials and resources.
- Prepares materials and tutorial aids to assist students with reaching learning objectives.
- Evaluates students' progress toward instructional goals, assist in evaluating students' disabilities based on assessment and learning needs.
- Guides and/or assists with homework assignments, learning simulations, and research to students. Corrects tests and homework and assigns grades based on instructor' guidelines, reviewing corrected tests and homework results with students.
- Over the telephone or in person provides response to students on questions of course content. Assists students on academic planning as necessary.
- May provide supplemental instruction for students and community members in reading, English as a second language, grammar, and study skills.
- May assist students and others to prepare resumes, college application essays, financial aid letters, and prepare for standardized tests. May make presentations to classes on selected topics such as the techniques for writing research papers.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

- **Knowledge and Skills**

The position requires knowledge of the principles, practices, procedures, and techniques of the assigned subject area (e.g., math, humanities, language, and writing). Requires a working knowledge of instructional methods and techniques. Requires knowledge of English composition and literary interpretation. Requires a working knowledge of learning styles. Requires familiarity with computer-aided instruction and electronic as well as traditional research techniques. Requires sufficient reading, math, and writing skills to perform individual and small group tutoring. Requires well-developed human relations skill to facilitate learning with small groups and to convey technical concepts to others. Requires sensitivity to the needs and needs and behavior of student of various ethnic, racial and cultural backgrounds.

- **Abilities**

Requires the ability to carry out the responsibilities of the position including deliver instruction to small groups, design and set up laboratory assignments, experiments, simulations, and tests, as well as student projects. Must be able to instruct students in the use of computer-aided learning equipment and programs. Requires the ability to develop materials to support instruction. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties.

- **Physical Abilities**

Requires sufficient ambulatory to move to work stations. Requires good arm, hand, finger dexterity in order to use a personal computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings. Requires visual acuity to read numbers and words and to observe students perform assignments.

- **Education and Experience**

The position requires an Associates degree and two years of experience in a laboratory, learning support, or equivalent environment. Alternatively, a Bachelors degree is required.

- **Licenses and Certificates**